

Accreditation Steering Committee Meeting Minutes
June 24, 2014

Attendees: Scott Mickelsen, Dottie Evans, Brad Ramsdale, Becky Currie, Jan Price, Jo Bek, Tina Smith, Randi Houghtelling, Dr. Barnes

Absent: Matt Allbright, Jennifer McConville, Eric Reed

1. Minutes from prior meeting: Approved
2. Updated copy of the Steering Committee-Criterion Committees is on the Common X Drive.
3. Open Discussion on the assignment that was given at the last meeting.
 - a. Assumed information is easier to find out than the Assurance
 - b. It is hard to find actual Accreditation documents from different schools.
 - i. Butler Community College example is under the Common X Drive Accreditation Administrative File (They are AQUIP and not the Standard Pathway but it will still be a good example.)
 - c. Trying to find where the information is located for each Criterion is a concern.
 - d. Have a common location where anyone can find information that will be asked.
 - e. Assessment: In class examples should be from 2013-14 and 2014-2015
 - f. Tina shared their initial findings on the Mission Statement
 - i. The mission statement was not approved when Tina wrote this. It has been officially approved as of 6-20-14.
 - ii. Some other questions that Tina had have been answered now.
 - g. The decisions to how in depth we go in the Criterion Writings will depend on the findings and the deficiencies from the last visit.
 - h. Dottie will check on the rules of the 8,000 words. Does this include characters, just words, etc?
 - i. Catalog, Student Handbook, Strategic Plan-4 main documents that will be submitted as part of the required documents.
 - j. Dottie will check on the documents submission-can we just reference these documents in the Criteria or do we need to include those in our findings.
 - k.
4. Follow up from last meeting
 - a. Assurance Checklist-Item 26-Scratched
 - b. Assurance Checklist-Item 27-Comparative Medicine Option-We need to keep it in there and Scott will help write them.-Brad's Section
 - c. Assurance Checklist-Item 28-Scratched
 - d. Assurance Checklist-Item 29-Brad will talk to Barb-Barb will have more information about it after the NVMA Vet Tech Accreditation in October.
5. Assignment for next month's meeting-For those that are still working on this assignment, continue to work on it. For those that have completed theirs, work on another one under their Criterion.